

Date Due:



## MICROFILM LOAN FORM

Utah History Research Center

300 S. Rio Grande

Salt Lake City, UT 84101

(801) 533-3535

historyresearch@utah.gov

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL \_\_\_\_\_

### Requested Microfilm Reels

Series No.	Reel No.	Mailing Charge	Deposit
		\$ 4.00	\$ 10.00
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TOTAL			

METHOD OF PAYMENT (Please do not send cash)

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check		
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### CREDIT CARD INFORMATION

VISA      MasterCard      Exp. Date:
Card Number:
Name on Card:
Signature:

### Office Use Only

Check		
CC		
Date		

Date	Date Due	Reminder	Date Returned
Mailed	Initial		
Picked up	1 <sup>st</sup> Renewal		
	2 <sup>nd</sup> Renewal		

*Please Read and Sign Other Side*

## Microfilm Loan Terms and Conditions

1. Microfilm must be returned to the Utah History Research Center within one month of the date it is checked out. Microfilm loans may be renewed twice, unless film has been requested by another patron.
2. No more than five reels of microfilm may be checked out to an individual at the same time.
3. Borrower is responsible for returning microfilm in person or by first class, priority, or express mail.
4. Borrower bears responsibility for microfilm not received by the Utah History Research Center.
5. Borrower will forfeit microfilm deposit if microfilm is not returned within 14 days after due date and deposit check will be cashed or deposit will be charged to credit card.

**I have read and agree to the above terms and conditions.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

